



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0804N17

FATALITY REVIEW COORDINATOR
(SENIOR MEDICAL SOCIAL WORK CONSULTANT)

Opening Date: August 23, 2017 **Closing Date:** August 31, 2017
Salary: \$41, 824- \$52,280 per year (Minimum - Midpoint) Pay Grade 14*
Recruiting For: **Child Death Review Commission (CDRC)**
Location: City of Wilmington **(Please check this location on your application)**

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Background:

The Child Death Review Commission (CDRC or the Commission) was established in 1995 with the mission of safeguarding the health and safety of children and pregnant women in Delaware as set forth in 31 Del. C. § 320-324. CDRC accomplishes its mission through the review of deaths of children and deaths of pregnant mothers and by publicly disseminating findings or recommendations stemming from these reviews to alleviate those practices or conditions which impact the mortality of children and pregnant women.

Summary Statement: Under the supervision of the Executive Director, this employee will mainly be responsible for providing administrative and case management support to all fatality panels under the purview of the Child Death Review Commission. Other duties include the following: acquiring, summarizing and compiling documents from various agencies for the fatality review meetings; preparing and scheduling cases for review; developing agendas and composing minutes from fatality review meetings; coordinating with members of the fatality review teams; maintaining the databases for the various fatality review panels and tracking and entering case data identified during the fatality review meetings; participating in fatality review teams and other related meetings as necessary; providing consultation to the Fetal and Infant Mortality Review (FIMR) Program Coordinator and the Executive Director in order to effectively implement and improve fatality review; providing data and reports as requested to the FIMR Program Coordinator, the Executive Director, and the CDRC; coordinating with families to acquire consent for the Centers for Disease Control and Prevention (CDC) bio-repository samples as part of the CDC Sudden Death in the Young Grant, and providing referrals for

individual and familial bereavement counseling; and, representing CDRC in local and national stakeholder committees, task forces, community education days, or other groups as assigned.

Preferred Qualification: Please address the preferred qualifications separately on the Minimum Qualifications page of the application. Applicants who do not possess the preferred qualifications will still be eligible for consideration for this position if minimum qualifications are met.

1. Experience working with Delaware's child welfare system or Delaware's Public Health system.
2. Experience in Fatality Review or similar quality assurance review.
3. Experience in interacting with internal and external agencies to facilitate communication between partner agencies.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application. Applicants must have education, training or experience demonstrating competence in each of the following areas:

1. Graduation from an accredited college or university with a bachelor's degree in social work or closely related field.
2. At least two (2) years of social work experience in the field of public health, child welfare, or closely related discipline.
3. Knowledge of public health and/or child welfare issues and systems. Knowledge of community agencies and resources for prevention, counseling, health and social services.
4. Experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
5. Experience in data collection which includes collecting, compiling, and maintaining data from multiple sources such as files, records, databases, clients, staff, and others.
6. Experience in creating reports which includes combining and presenting data from multiple sources in an organized format.
7. Experience in using standard computer software programs for word processing, spreadsheets, or databases.
8. Experience in reviewing and interpreting applicable laws, rules, regulations, standards, policies and procedures and recommending changes to operations, programs, services, policies or procedures based on findings.
9. Experience in participating in studies or committees which evaluate operations, programs, services, policies and procedures to determine efficiency, effectiveness, whether goals and objectives are met and compliance with laws, regulations, policies and procedures.
10. Experience in writing proposals, procedural manuals, special or routine reports.
11. Ability to communicate courteously and effectively, both verbally and in writing.
12. Possession of a valid Delaware Class D driver's license or its equivalent.

Special Requirement: Ability to successfully complete a security clearance as issued by the State of Delaware Bureau of Identification and a Child Protection Registry check.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
 Administrative Office of the Courts
 The Renaissance Centre
 405 N. King Street, Suite 507
 Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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